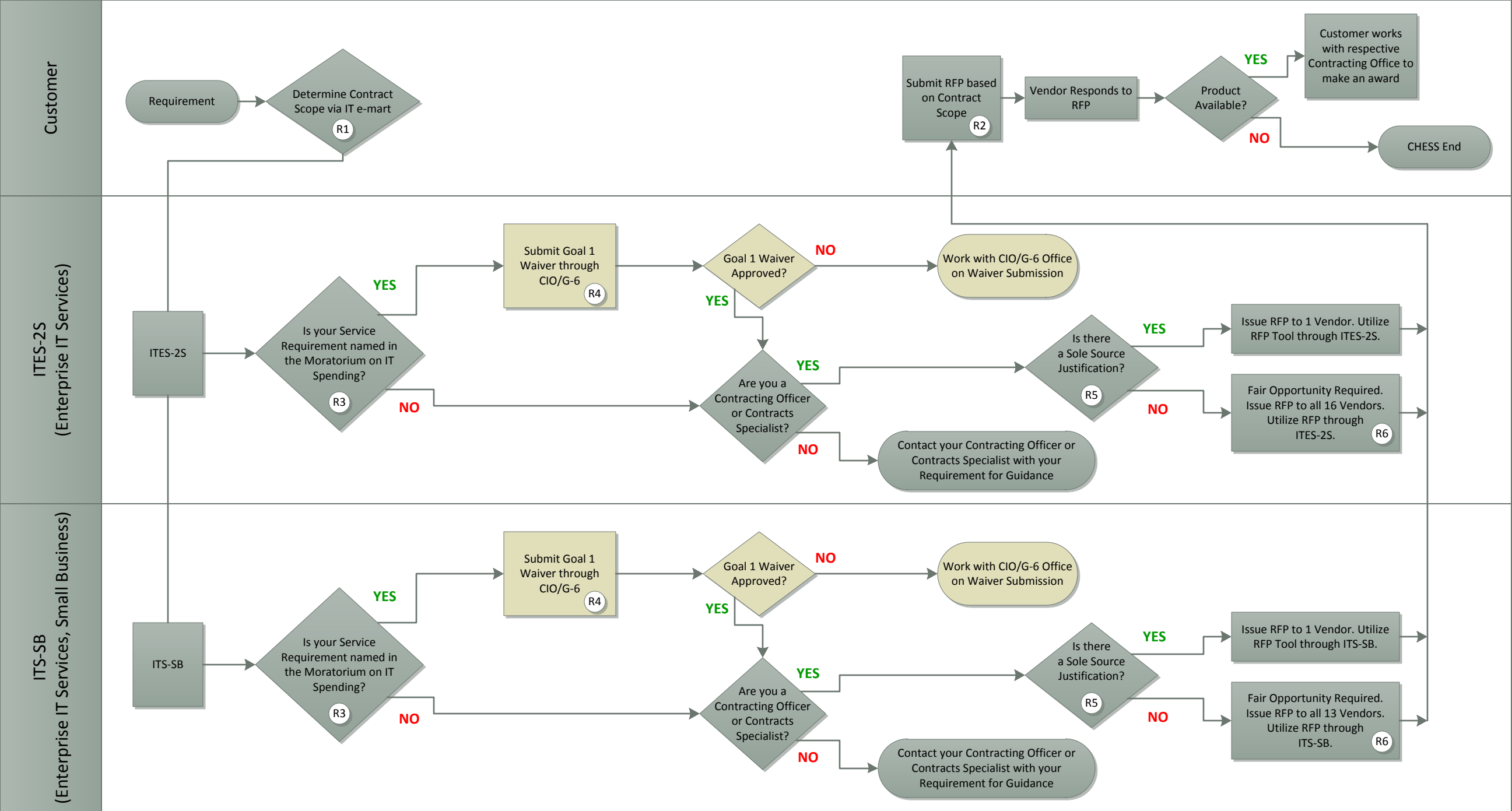


HOW TO PROCURE SERVICES THROUGH CHES



- R1 Visit the CHES IT e-mart at <https://www.chess.army.mil> to determine contract scope
- R2 Submit RFP based on Contract Scope via the RF Process Tool found on the CHES IT e-mart at <https://chess.army.mil/rftool/Admin/RFQIndex>  
NOTE: You must be logged in to the CHES IT e-mart to access the RF Process Tool.
- R3 Visit the CHES IT e-mart to view the Moratorium on IT Spending at [https://chess.army.mil/Content/Page/RES\\_DIRECT](https://chess.army.mil/Content/Page/RES_DIRECT)
- R4 To submit a Goal 1 Waiver to CIO/G-6 visit <https://adminapps.hqda.pentagon.mil/akmg1w/index.html>
- R5 FAR 6.302 defines 7 general circumstances for creating a Sole Source Justification. The following is an excerpt:
- Circumstances permitting other than full and open competition.
- 6.302-1 Only one responsible source and no other supplies or services will satisfy agency requirements.
  - 6.302-2 Unusual and compelling urgency.
  - 6.302-3 Industrial mobilization; engineering, developmental, or research capability; or expert services.
  - 6.302-4 International agreement.
  - 6.302-5 Authorized or required by statute.
  - 6.302-6 National security.
  - 6.302-7 Public Interest.
- R6 FAR 16.505 Ordering.
- (b) Orders under multiple award contracts
- (1) Fair opportunity.
- (i) The contracting officer must provide each awardee a fair opportunity to be considered for each order exceeding \$3,000 issued under multiple delivery-order contracts or multiple task-order contracts, except as provided for in paragraph (b)(2) of this section.